What about corrections and back billing? Use the same instructions but select the pay period you wish to work on. If the pay period you need is not shown on the Home Screen, select the Next Page button to get to older pay periods. Children you billed for previously will also appear. If there are no changes for a child, leave the hours and charge for care as they are. Enter the hours and charge for care corrections or new information on any added children. Then click "Mail to FIA" again and print your copy of the revised billing.

What about deadlines and timing? You can begin work on Internet billing on the day the pay period starts and continue through the two weeks, entering hours day by day. As soon as the last child has left your care, you can submit the information to FIA. You have until midnight of the Thursday following the end of the pay period to submit your billing form electronically. See the CDC Payment Schedule at the back of the Provider Handbook and Billing Instructions for Child Care Providers (FIA Pub. 230) for check schedules.

Payment History Inquiry - Use this convenient feature to view your last payment; just click "View My Last Pmt." Alternately, select a pay period and click "View Pmts. by Selected Pay Period." The screen displays all payments for care provided within that pay period.

What if I need help? "Help" buttons are available on the screens. If you still need help after reading these pages you may call 1-800-444-5364 on business days during the hours of 7:30 a.m. - 11:45 a.m. and 1:00 p.m. - 4:30 p.m.

Today's Child DEVELOPMENT & CARE

STATE OF MICHIGAN
**Family
Independence
Agency**

235 S. Grand Avenue
PO Box 30037
Lansing, MI 48909
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www.michigan.gov/fia

ABCs

**Automated Billing for
Child Care System**

Step-By-Step Instructions for Internet Billing

Today's Child DEVELOPMENT & CARE

**State of Michigan
Family Independence Agency**

ABCs

AUTOMATED BILLING for CHILD CARE SYSTEM

ABCs Internet billing is a secure on-line billing system that allows you to submit billings to the Michigan Family Independence Agency electronically for payment. This will save you time, postage and eliminate mail delays. It also gives you more time to submit your billing.

What do I need to use Internet billing? You need a computer with Microsoft Internet Explorer. To obtain a free copy of "Internet Explorer," go to www.microsoft.com, click on "Downloads" then "Downloads Center" followed by "Internet Explorer." You will need version 5.0 or higher. You will also need Adobe Acrobat Reader version 4.0 or higher. To obtain Adobe Acrobat Reader free, go to www.adobe.com.

How do I get started? First, print and complete the Application for Internet Billing Password. This can be found by going to www.Michigan.gov and selecting "Family, Health and Safety" on the left side of the Michigan.gov home page. Select "Children's Day Care" on the right side of the Family, Health and Safety page. Here you will find links to the provider billing application, along with other provider information. Carefully read the certification section and complete all entries. Sign and date the form if you agree to all of the items in the certification section. **Only the licensee or director of the facility may complete and sign the Application for Internet Billing Password**. Mail the completed form to the address in the upper right hand corner of the form. Allow a week to 10 days to receive your password.

What do I do after I receive my password? Using the Internet, go to www.Michigan.gov and select "Family, Health and Safety" then select "Children's Day Care." Click on I-Billing on the right

side of the screen, then click on the "Send Billing Form over the Internet" button. Select "Login to I-Billing. Type in your provider ID number and your password. Select "Submit." You will see a message informing you to change your password the first time you use it. Otherwise, you may change your password at any time by selecting "Change Password."

> **TIP:** Passwords must be exactly six characters long. You can use any letter, number or combination. No spaces or special characters are allowed.

How do I enter hours of care on the Internet? When you enter your provider number and your password, the program will display the home screen. Select the pay period you want to work on. A screen will be displayed with information preprinted. The children authorized to you for care will be listed along the left side. Enter on the screen form the appropriate child care hours or absences/holiday hours. You can enter the hours of care you provide every day or do this all at once. Any information you enter will be saved as long as you use the buttons on the form (Next Page, Previous Page, etc.) to move within the program. To exit the program **without** submitting for payment, click on the Update Exit button. This button will save your work and check what was entered for errors.

How do I submit the bill for payment using the Internet? When you have entered all the care hour information, the hours will be automatically totaled for you whenever you select a button on the form. Add your charge for care for each child.

> **NOTE:** FIA will pay your charge for care up to the FIA maximum rate, whichever is less.

When all the information has been entered and is correct, go to the last page. Select the check box confirming you are ready to submit the information, then select "Mail to FIA." This will transmit the information you entered to FIA for payment. Print out a copy of the information for your files. Keep this printout for four years.